



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	MANAGEMENT ANALYST II
3	Posting Number	PN# 106750
4	Department	Department of Public Works & Engineering
5	Division	Resource Management Division
6	Section	Utility Customer Service
7	Reporting Location	4200 Leeland
8	Workdays & Hours	M-F, 8:00 am – 5:00 pm*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Researches, analyzes and monitors various financial and management reports. Assists in developing, preparing and evaluating financial and management reports. Identifies and implements solutions and systems necessary to optimize results. Conducts audits and/or needs assessments to identify and document specific financial operating and management procedures and policies. May train employees on changes. May prepare documentation on financial systems and write user procedures. Performs other duties and special projects as requested.

10 **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Public Administration, Business Administration, Finance or a field directly related to the job.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Two (2) years of professional experience in accounting, budget analysis, finance, public administration or a field directly related to the job required.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to applicant with strong PC skills. Excellent communication and writing skills. Has previous experience looking at operational efficiency and reports. Ability to identify trends and forecasts.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

	<u>Salary Range - Pay Grade 18</u>	
\$1,012 - \$1,376 Biweekly		\$26,312 - \$35,776 Annually

18 **OPENING DATE**

September 14, 2005

19 **CLOSING DATE**

September 27, 2005

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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